Full Time National Guard Duty (FTNGD) Packet Training

SGT Sara Stonoff &
SrA Daniel Reedy
HRO-AGR Section

Outline

- Packet documents
- AFCOS print out instructions/example
- Retirement Points Statement & Active Federal Service Computation
- Waivers
- Complete Packet Example
- Approval Process
- Leave
- Important Dates

FTNGD Packet Assembly- Needed Documents

- Request Memorandum for FTNGD, signed by unit CO
- DA Form 1058-R, Application for Active Duty for Training
- NGB Form 1058-1R (if applicable), required for all DARNG Waiver Requests
- DA Form 23A/23B, Retirement Point Accounting System (RPAS)
- AFCOS Orders Query, Mandatory History Print Out, Indicating all Duty from 24 October, 2004 until present time

FTNGD Packet Assembly- Needed Documents, cont.

- DA Form 705, Army Physical Fitness Test Score Card, Dated within 6 months of order start date
- DA Form 5500/ DA Form 5501 (if SM must be taped), Certification of Height/ Weight
- JPAS Statement, Verification of Security Clearance (if needed for duty position), obtained thru BN/BDE Security Manager
- Memorandum of Understanding, signed by Unit Commander and Soldier

FTNGD Packet Assembly- Needed Documents, cont.

- DA Form 1506, Statement of Service, **Only required for those with 17 or more years of prior active service**
- DD Form 2766, Periodic Health Assessment (PHA), (**required only if IMR does not have updated PHA/PULHES information**)
- Individual Medical Readiness (IMR) Print Out from MODS/MEDPROS
- IMR-PHA must be dated within 60 days of orders start date

FTNGD Packet Assembly- Needed Documents, cont.

- IMR-HIV Test, must show “Green” in MODS, be dated within 24 months of order start date, and not expire during duration of orders
- IMR-Females, Pregnancy test negative results and be dated within 15 days of orders start date
- IMR- PULHES, should show all 1’s & 2’s
- MMRB/MOS Medical Retention Board, Results (if applicable) for Soldiers with permanent 3 or 4 in PULHES must state “retain in his/her current primary military occupational speciality”

AFCOS Print Out Instructions

- Under choose option input #2 and hit enter
- Under choose option input #6 and hit enter
- Enter SM social security number
- Click on the “Click Here or Press Commit to Process” block
- Click “View Reports”
- Hold down the control key and click “View” on most recent date created document
- Open or Save file
- Highlight all text and change font to 8
- Print

ARMY NATIONAL GUARD CURRENT ANNUAL STATEMENT

SGT BUCKEYE BRUTUS
000-00-0000
HHC 612 EN BN
28846 TRACY RD
WALBRIDGE, OH 43465-9768
Notice of Eligibility: NO
Highest Grade Held: E06

Date Prepared: 2000/07/31
AYE: 02/27
BASD:
Output Reason: Inquiry

Anniversary Year Ending Date (Formerly Retirement Year End)

Basic Active Service Date (Only for soldiers in an Active Duty Status)

Indicates whether a soldier has received a 20 year letter

Highest grade held providing the reduction in grade was not for disciplinary reasons.

your unit clerk. Par

Begin/End Date of retirement year

See below*

Membership points. Points earned by being a member of a *Reserve Component*. Maximum of 15 per year.

Total of the points in **IDT, MEM, ACCP, AD** columns

Total years/months/days of creditable service for retired pay for each period

Begin Date (yyyymmdd)	End Date (yyyymmdd)	MMSI	IDT	MEM	ACCP Misc Pts	AD Pts	VS	Total Career Points	Total Pts For Ret Pay	Creditable Svc For Ret Pay
1987/01/02	1988/01/01	F1	0	15	0	162	V	177	177	01/00/00
198		C1	15	15	0	15	V	45	45	00/00/00
198		C1	47	15	0	16	V	78	76	
199		C1	28	--	0	23	V	--	--	
199		A1	0	14	0	30	V	95	95	
199		A1	0	0	0	365	V	365	365	
199		A1	0	0	0	366	V	366	366	
1993/01/02	1993/05/10	A1	0	--	0	129	V	--	--	
1993/05/11	1994/02/27	D4	0	10	0	0	V	139	139	
1		D4					V	15	15	
1		H3					V	0	0	
1		B1					V	77	77	
1		B1					V	59	59	
1		B1					V	79	79	
1999/02/28	2000/02/27	B1	52	15	15	15	V	97	90	
GRAND TOTALS						1166		1592	1583	10/00/00

Inactive Duty Training points. Points earned by attending drills or performing Funeral Honors, ATP/RMP, AFTP, AUTA

Points earned from Army Correspondence Course Program or miscellaneous points as verified by the commander

Points earned by performing Active Duty, ADSW (with or without pay), ADT, or Annual Training.

Total points earned for retired pay. Prior to 23 Sep 96 the maximum IDT points (IDT, MEM & ACCP) a soldier could receive credit for is **60**. Between 23 Sep 96 and 30 Oct 00 the maximum was **75**. Between 30 Oct 00 and 29 Oct 2007 the maximum was **90**. After 30 Oct 2007 the maximum was **130**. Soldier must have 50 points minimum for a good retirement year.

Verification Status. "V" indicates valid documents have been presented and are on file to verify service & points. "B" indicates that no document is on file to verify the service/points. NOTE: Points and service will not be credited in last two columns if *verification status* is "B".

Total years, months & days of service for retired pay

*MMSI

MILITARY MEMBERSHIP STATUS IDENTIFIERS

F1 - United States Air Force Reserve
C1 - Air National Guard Unit Member
A1 - United States Army Regular Service
D4 – United States Army Reserve Control Group (Reinforcemer
H3 - Non-Military, Civilian Break
B1 - Army National Guard Unit Member

DISTRIBUTION:
1 – Soldier
1 – Requestor
1 – State Use

References: AR 135-180 – Qualifying Service for Retired Pay Nonregular Service, 1 Jul 87
NGR 680-2 – Automated Retirement Points Accounting System, 1 Mar 89

NGB Form 23B
20 July 1998

ACTIVE FEDERAL SERVICE COMPUTATION

(block 18 of DA Form 1058R)
determines if a waiver is needed

Take A.D. Pts, from RPAM Statement, and divide by 30.

Example:

```
   38
30/1166
  90
  266
  240
   2
   6
```

Total AD Points

Days

Divide result (38) by 12 to obtain years of A.F.S.

```
 3
```

Years

Example:

```
12/38
 36
  2
```

Months

Total A.F.S.: 3 years, 2 months, 26

Waivers

****Waivers need to be submitted with the FTNGD packet for personnel who meet the following criteria****

- 1095 waiver, SM who has, or will have, 1095 days/3 years of **cumulative** FTNGD service in a 4 year period
- 6 year waiver, SM has, or will have upon order completion, 6 or more years of service without at least a 31 day break
- 6 month waiver, SM has less than 6 months time in service (TIS) from orders start date until ETS date
- Sanctuary waiver, SM has, or will have upon order completion,17 or more years of active federal service

****All waivers need to be initialed off by the chain of command prior to submission with the packet****

UNIT LETTER HEAD

OFFICE SYMBOL DATE

MEMORANDUM THRU UNIT CHAIN OF COMMAND

THRU *INSERT SM CHAIN OF COMMAND (BN) HERE*

THRU *INSERT SM CHAIN OF COMMAND (BDE) HERE*

FOR Human Resource Office, ATTN: Colonel William E. Crane, Human Resource Office, 1703 Coonskin Drive, Charleston, West Virginia 25311

SUBJECT: Request Waiver for the "1095 day rule" for *INSERT SM RANK AND NAME HERE* for *CHOOSE APPROPRIATE DUTY STATUS FROM THE FOLLOWING* FTNGD-OS/FTNGD-MA/FTNGD-CD

1. A waiver is requested for *SOLDIER'S RANK & NAME* to exceed the "1095 Rule". *SOLDIER'S RANK & NAME* has been on orders since *INSERT CURRENT ORDER START DATE HERE* and will continue on orders until *INSERT ORDER END DATE HERE* if approved. *SOLDIER'S RANK & NAME* is JUSTIFY WHY YOU WANT TO EXCEED 1095 RULE HERE……

2. POC for this memorandum is *INSERT SM M-DAY UNIT POC HERE* at 304-201-1212 or e-mail at jesse.james@us.army.mil

UNIT COMMANDER
SIGNATURE BLOCK

State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

Allen E. Tackett
Major General, WVARNG
The Adjutant General

(304) 561-6316
DSN: 623-6316
FAX(304)561-6327

JFHQ-WV-TAG

2 February, 2010

MEMORANDUM THRU National Guard Bureau, ATTN: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

FOR Director, Army National Guard, 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Waiver Request to go Beyond 6 years Continuous Active Service

1. In accordance with Memorandum, NGB-ARH, 26 March 2009, subject: Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to 32 United States Code §502(f)(2), Other Than AGR Duty/Counterdrug (AGR/CD)(NGB-ARH Policy Memo #09-014) the below individuals require a waiver in order to be placed on Full-Time National Guard Duty for Operational Support.

Name	**SSN**
SSG James, Jesse	123-12-1234

2. These individuals are critical to the support of the functions within the state of West Virginia and in particular the Joint Interagency Training and Education Center (JITEC). Without the approved waivers, the JITEC will not be able to perform its functions.

3. POC is COL William (Bill) E. Crane, DSN 623-6436.

ALLEN E. TACKETT
Major General, WVNG
The Adjutant General

UNIT LETTER HEAD

OFFICE SYMBOL DATE

MEMORANDUM THRU UNIT CHAIN OF COMMAND

THRU CHAIN OF COMMAND (BN)

THRU CHAIN OF COMMAND (BDE)

FOR Human Resource Office, ATTN: Colonel William E. Crane, Human Resource Office, 1703 Coonskin Drive, Charleston, West Virginia 25311

SUBJECT: Request Waiver for "less than 6 months time in service" for SGT Courtney Pierson for Full Time National Guard Duty – Counter Drug (FTNGD-CD)

1. A "less than 6 months time in service" waiver is requested for SGT Courtney Pierson. SGT Pierson currently has less than 6 months time in service which is a disqualifying factor for FTNGD-CD without an approved waiver from The Adjutant General. SGT Courtney Pierson has been on order since DATE and will continue on order until DATE if approved. SOLDIER'S NAME is JUSTIFY WHY YOU ARE UNABLE TO EXTEND AT THIS TIME….

2. POC for this memorandum is M-DAY UNIT POC at 304-201-1212 or e-mail at jesse.james@us.army.mil

UNIT COMMANDER
SIGNATURE BLOCK

State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

Allen E. Tackett
Major General, WVARNG
The Adjutant General

PHONE: (304) 561-6316
DSN: 623-6316
FAX: (304)561-6327

JFHQ-WV-TAG

2 August 2010

MEMORANDUM FOR Director, Army National Guard, NGB-ARH-H, 1411 Jefferson Davis Highway, Suite 3900, Arlington, VA 22202-3231

SUBJECT: FTNGDOS Waiver Request for Performance of Duty Beyond 17 years

1. The purpose of this memorandum is to request waiver for duty in the FTNGD-OS program.

2. Upon receipt of DARNG approval, individual will be placed on orders from 20091001 thru 20100929 (364 days), subject to the availability of funds. This is a request for waiver to policy Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to 32 USC 502(f)(2), other than AGR Duty/Counter-Drug (AGR/CD), NGB-ARH Policy Memo #09-014

a. Name/Grade/SSN: James, Jesse/E-7/123-12-1234

b. Mission: Homeland Defense Support

c. Last Break in Active Service of 31-days or more: May 1999

d. Type Duty Code: 513

e. M-Day Duty Position/Duty MOS: Military Police/31B30

f. M-Day Unit of Assignment: JFHQ (W8BSAA), 1703 Coonskin Drive, Charleston, WV 25311

g. Justification:

(1) SFC James is responsible for providing intelligence and informational updates to the Department of Homeland Security's Tier 1 Assessment Team, Department of Homeland Security's Site Assist Visit (SAV) Teams, and Critical Infrastructure Protection Mission

Assurance Assessment (CIP-MAA) Teams that support the Defense Contracting Management Agency (DCMA), 35th CST, and WV CERF-P.

(2) SFC James has been instrumental in developing West Virginia's Critical Infrastructure Protection Task Force by working with the Department of Homeland Security-Protective Security Advisor, State officials from the Department of Military Affairs and Public Safety, the West Virginia State Police, other State agencies, as well as, the public and private sectors. For the last three years SFC James has been responsible for providing the state's critical infrastructure data to Department of Homeland Security to support Tier I and Tier II asset data calls. SFC James participates in state agencies table top exercises that deal with the protection and security of critical West Virginia assets.

(3) SFC James works closely with the West Virginia Fusion Center, the West Virginia State Police and the Federal Bureau of Investigation Joint Terrorism Task Force to collaborate on interagency sharing of information and intelligence. This information is disseminated to the WVNG J-2, the WVNG Anti Terrorism Officer, the 130th and the 167th Air Lift Wings for their situational awareness, as well as, for Force Protection measures for the Soldiers and the Airmen. SFC James collaborates with the National Joint Terrorism Task Force on National Site Security Events (NSSE), as well as, supports Department of Homeland Security's Joint Readiness Operational Coordination Center - Operation Rendezvous.

3. The POC for this memorandum is the WV-HRO, Major A. Kristine Wood, at 304-561-6424 or e-mail at angela.kristine.wood2@ng.army.mil

ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General

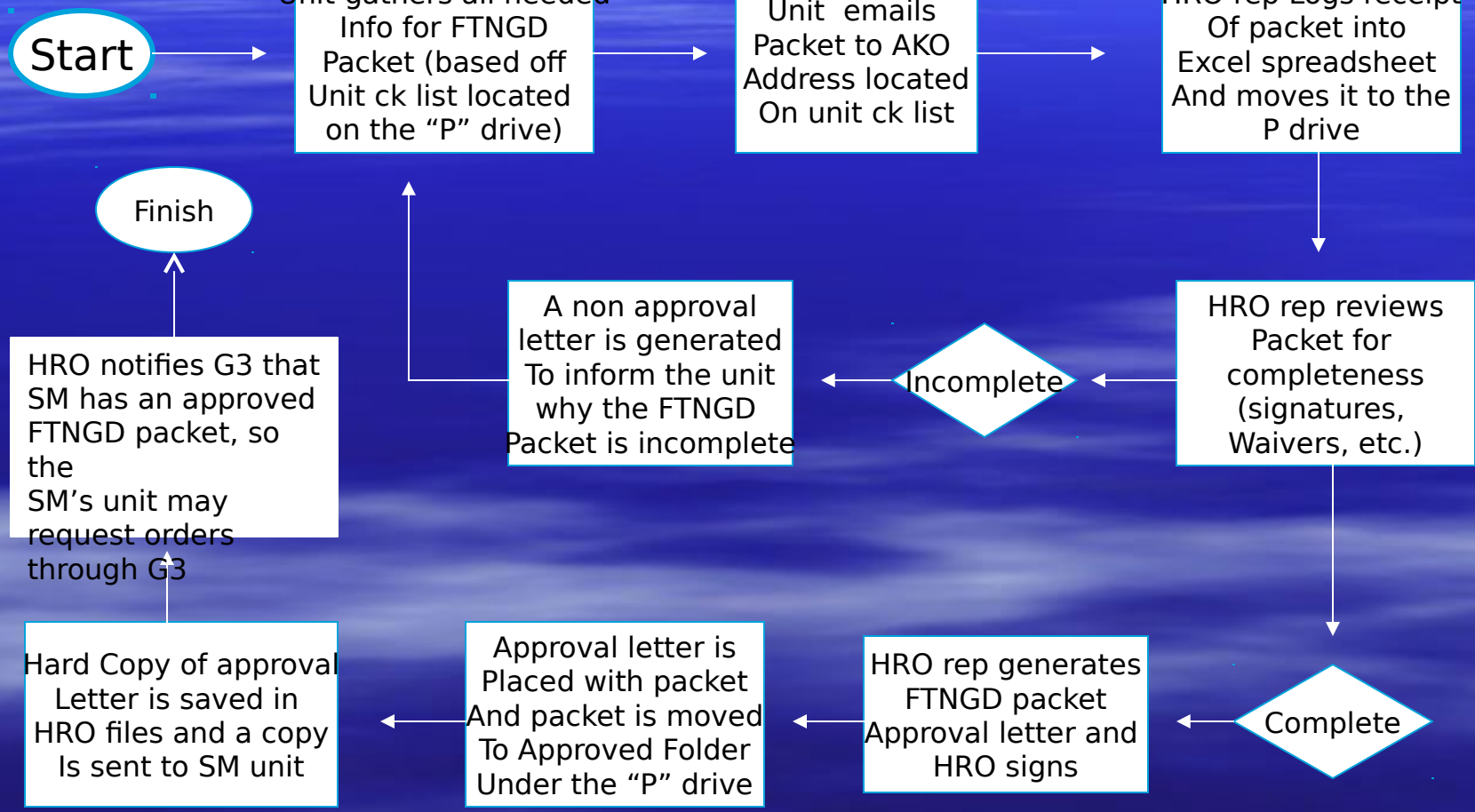
11 Encls
1. FTNGD packet check list
2. Request for FTNGD-OS memo
3. ARNG Form 1058-R
4. ARNG Form 1058-1R
5. NGB Form 23B, RPAS
6. Orders Query/AFCOS print out
7. DA Form 705
8. JPAS Statement
9. MOU
10. DA Form 1506
11. IMR print out

FTNGD COMPLETE PACKET EXAMPLE

HRO WEB SITE NAVIGATION

http://www.wv.ngb.army.mil/jobs/default.html

FTNGD Packet Approval Process


Start
Unit gathers all needed Info for FTNGD Packet (based off Unit ck list located on the "P" drive)
Unit emails Packet to AKO Address located On unit ck list
HRO rep Logs receipt Of packet into Excel spreadsheet And moves it to the P drive
HRO rep reviews Packet for completeness (signatures, Waivers, etc.)
Incomplete
A non approval letter is generated To inform the unit why the FTNGD Packet is incomplete
Complete
HRO rep generates FTNGD packet Approval letter and HRO signs
Approval letter is Placed with packet And packet is moved To Approved Folder Under the "P" drive
Hard Copy of approval Letter is saved in HRO files and a copy Is sent to SM unit
HRO notifies G3 that SM has an approved FTNGD packet, so the SM's unit may request orders through G3
Finish

HUMAN RESOURCES OFFICE
FTNGD Packet Non-Approval Letter

JFHQ-WV-J1-HRO 29 March 2010

MEMORANDUM FOR Commander, 1/201st

SUBJECT : Request for Full-Time National Guard Duty Operational Support (FTNGD-OS/MA/CD) for **SPC Tucker, Thomas C.**

1. At this time HRO is unable to approve your packet for Full-Time National Guard Duty Operational Support (FTNGD-OS).

2. In order to certify your packet for submission of orders, you must submit the proper documents, and all forms must be completed. Please obtain the completed documents, place them in the Soldier's packet on the "P" drive, under incomplete packets, and notify the HRO-AGR section once this is done.

3. Your packet is returned for the following reason(s):

Request Memorandum for Full-Time National Guard Duty Operational Support (FTNGD-OS)
_____ Incomplete/ Missing
_____ Missing Signature

DA Form 1058-R (dated Jul 93)
_____Incomplete/ Missing
__X___Missing Signature(s) blocks #24

ARNG Format 1058-1R (dated Jul 02, if applicable- for sanctuary waivers/17 or more years of Active Federal Service)
_____Incomplete/Missing
_____Missing Signatures

NGB Form 23A/ 23B (RPAS)
_____Missing

AFCOS Orders Query "Mandatory Printout"
_____Missing
_____Missing ARNG Format 1058-1R (More than 17 years of Active Federal Service)

DA Form 705
_____Missing/ Incomplete
_____APFT not within 6 months of order start date
_____Missing height/weight data

DA Form 5500 or DA Form 5501 (Body Fat Content Worksheet, if applicable)
__X___Missing/Incomplete
_____Missing Signatures

JPAS Statement (Verification of Security Clearance, if needed for duty position)
_____Missing (JPAS statement should state "secret")

Leave

- All FTNGD leave is processed in the on line leave site: https://ftsmcs.ngb.army.mil/index.htm
- The SM's duty unit inputs leave into the online site and a final copy is sent to USPFO for processing
- The SM must coordinate with his/her M-Day unit regarding leave dates & possible interference with AT, drill, etc.
- Leave must be exhausted prior to the end of the SM's tour
- Leave carry over for FY11 is 75 days

FTSMCS Leave Tracking System Navigation

https://ftsmcs.ngb.army.mil/index.htm

FTNGD - Important Dates

- **PHA's**:

  17-18 August 2010, 0800-1600, Drill Floor, JFHQ Charleston, WV

  19-20 August 2010, 0800-1600, RTI, Camp Dawson, WV
  POC LTC Kersey, Donald, donald.kersey@ng.army.mil
- All FY10 FTNGD Packets are to be emailed to wvarngj1.hro@us.army.mil **no later than 01 October 2010**
- FTNGD **Out Processing** is scheduled for 6 October 2010, from 0800-1500 hours, in the War Room at JFHQ (Sign up spread sheet will be distributed with the MOI)
- FTNGD **In Processing** is scheduled for 13 October 2010, from 0900-1400, in the War Room at JFHQ (sign up sheet will be distributed with the MOI)

Review/Facts Sheet

- SM can not be flagged and placed on FTNGD
- All waivers must go through the chain of command, and be initialed off on, prior to HRO receiving them along with the packet
- HRO does not create or approve orders, coordinate with G3 for orders
- Only the IMR (Individual Medical Readiness) print out is needed for packet approval, not the PHA
- PHA (on the IMR) must be dated with in 60 days of orders start date
- A SM must out process with HRO once orders (90 consecutive days or more) are complete to receive a DD Form 214

POC’S

HRO

SGT Stonoff, Sara: sara.stonoff@wv.ngb.army.mil or 304-561-6682

SrA Reedy, Daniel: daniel.p.reedy@ng.army.mil or 304-561-6425

HRO Web Site: http://www.wv.ngb.army.mil/jobs/default.html

MEDCOM

LTC Kersey, Donald (PHA’s) : donald.kersey@ng.army.mil or 304-561-6473

G3

SSG Wallace, Mark: mark.a.wallace@ng.army.mil or 304-

Questions?